

**SERIAL 09092 C COURT TOWER FURNITURE**

**DATE OF LAST REVISION: December 31, 2009 CONTRACT END DATE: December 31, 2012**

**CONTRACT PERIOD THROUGH DECEMBER 31, 2012**

TO: All Departments  
FROM: Department of Materials Management  
SUBJECT: Contract for **COURT TOWER FURNITURE**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **December 31, 2009**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

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Wes Baysinger, Director  
Materials Management

CH/bg  
Attach

Copy to: Materials Management  
Richard Crago, Facilities Management

**INVITATION FOR BID FOR: COURT TOWER FURNITURE**

**1.0 INTENT:**

Maricopa County is requesting that qualified firms submit bids to provide new furniture design, procurement and installation services for a new County Court Tower located at First Avenue and Madison Street in the heart of downtown Phoenix. The Criminal Court Tower project involves the construction of a state-of-the-art 32 (22 fully constructed, 10 shelled out) courtroom facility, approximately 695,000 square feet, to be constructed on the site of the current Madison Street Parking Garage. In addition to courtrooms, the facility will include a Jury Assembly area to serve all the downtown Superior Court operations, a food service area on the 1<sup>st</sup> floor and related space for Court support, and the County's Restorative Justice Program.

Gilbane/Gould Evans has been procured by Maricopa County to provide Transition/Move Management and FF&E Procurement, tracking and installation oversight. The successful respondents will be working closely with Gilbane/Gould Evans and the county representatives to finalize the design and coordinate delivery and installation.

The County is seeking a vendor who will provide economical, high quality, easily installed and durable products with a history of backward product line compatibility. The dealer/manufacturer team must demonstrate financial strength as well as the capacity to provide thorough and accurate design, delivery and installation for a project of this size. The successful vendor will exhibit a history of similar projects delivered on-time and in budget with a high degree of customer satisfaction.

The Maricopa County Downtown Court Tower is being constructed to be certified as a LEED Silver facility. This stipulation has required all parties involved to carefully select the project materials, establish project procedures, and implement innovative design approaches which may contribute to earned LEED points.

The Respondent proposes to furnish all labor, materials, equipment and services as required to satisfactorily complete all work herein described as required for the furnishing completion of the Maricopa County Downtown Court Tower, all in accordance with the sketches provided by Maricopa County and this Bid Form. One or more commercial furniture vendor(s) will be selected to provide the proposed services:

- Systems furniture will be planned, procured and installed for approximately three hundred (300) workstations,
- Freestanding Furniture will be planned, procured and installed for approximately two hundred (200) offices including an estimated twenty-two (22) Judges Chambers.

The Court Tower is currently under construction, with Substantial Completion anticipated November 2011. It is anticipated that installation of system and freestanding furniture will occur according to a workplan to be developed by the successful Respondent(s) and authorized by the Owner. The successful vendor will exhibit an understanding that a project of this magnitude will involve the need for coordination, flexibility and creativity with a number of FFE providers to bring the project to a successful completion.

The proposing entity hereinafter will be referred to as "Respondent." Throughout the document 'Owner' will be defined as Maricopa County or its designated representative.

## 2.0 SPECIFICATIONS:

### 2.1 Technical Requirements

The systems furniture and case goods proposed for this project will be required to contribute 1 point toward LEED Silver certification. This must be accomplished by meeting the requirement detailed in IEQ Credit 4.5. Respondent(s) must provide proof of certification/compliance in their response.

#### 2.1.1 Systems Furniture

- 2.1.1.1 Systems furnished under this section shall meet the LEED CIV3 IEQc4.5 requirements.
- 2.1.1.2 System shall be based on 'Typicals' illustrated in (Exhibit 1). The Design has been developed with the following criteria in mind: Typical for modular systems are created from the same "kit of parts"; all Typical can be created by interchanging the parts.
- 2.1.1.3 System shall include work surfaces and other components, with stackable height adjustment; and shall offer a variety of factory-made finishes including fabric, wood veneer, perforated metal, laminate, glass, and slat-wall for paper management accessories. For the purposes of this Specification, the Respondent shall price the systems based on the lowest price finish options available for the Systems.
- 2.1.1.4 System shall have work organization and paper management tools as a standard option.
- 2.1.1.5 Panel system shall have construction that meets the Class A requirements for flame spread and smoke development as specified by the National Fire Protection Association (NFPA) in the 2000 Life Safety Code No. 101 and the Underwriters Laboratories requirements for use with energy distribution components.
- 2.1.1.6 System shall accommodate stack-on panel elements, available in fabric, glass and metal finishes.
- 2.1.1.7 Panel system shall have top cap trim in both metal and wood options.
- 2.1.1.8 System shall include painted metal connectors
- 2.1.1.9 System shall have stack-on load bearing panel elements that can be added or removed without reconfiguration of foundation panels.
- 2.1.1.10 System shall have stack-on load bearing panels that can be stacked two-high on foundation panels and allow a minimum of one hang-on component.
- 2.1.1.11 System shall permit all hang-on components to be vertically adjustable in one-inch increments from top to bottom of the supporting panel.
- 2.1.1.12 System shall include the option for hard surface and open (shell) frames.

#### ➤ Panels

- 2.1.1.13 Panels shall be true unitized monolithic panels available in at least seven heights (32"-85") and eight widths (12"-60") to accommodate varying degrees of privacy, security, storage, and architectural interface.
- 2.1.1.14 Metal panel connectors shall be durable and able to withstand repeated use and reconfiguration
- 2.1.1.15 Panel system shall have a connector design such that, once erected, it allows any panel to be removable, replaceable, or relocated without disturbing adjacent panels or violating the integrity of the panel system.
- 2.1.1.16 Panel system shall have a connector mechanism that automatically levels adjacent panels and draws them into tight alignment when fully engaged.
- 2.1.1.17 Panel system shall have a connector design that permits 120-degree panel configurations.

- 2.1.1.18 Panel system thickness shall be 3" or less. Panel system shall have panels that can support as many components as can physically hang-on the face of the panel.
- 2.1.1.19 Panels shall have integrally colored, **metal or** molded plastic, dent-proof and scratch-proof base covers, easily removable without tools

➤ **Energy/Data Specifications**

- 2.1.1.20 Shall feature at least 8-wire, 4-circuit capability with up to three circuits of isolated ground protection. Low-voltage electrical shall be installed per NEC and local codes
- 2.1.1.21 Shall have capacity for two duplex outlets per panel side (total of four outlets) on all panels wider than 30 inches.
- 2.1.1.22 Shall offer a 20 amp receptacle option to accommodate higher amperage electrical equipment.
- 2.1.1.23 Shall ship with factory-installed energy harnesses that can also be easily retrofit in the field as desired.
- 2.1.1.24 Shall utilize a UL listed Type I energy system, qualifying it for factory preassemble as well as field configuration.
- 2.1.1.25 Shall be modular and provide access to any circuit configuration via snap-in duplex receptacles.
- 2.1.1.26 The system shall have the option of data and energy receptacles at beltline level.
- 2.1.1.27 Shall incorporate factory assembled, baseline side covers that provide convenient access to electrical harnesses and telecommunications cables.
- 2.1.1.28 Shall have a barrier within the cable management space that shields data from power lines to avoid electrical interference and tapping of data lines.
- 2.1.1.29 Shall provide Voice/Data faceplates that support the Leviton product line. Faceplates shall accommodate 4 jacks with 2 blanks.
- 2.1.1.30 System panels shall be capable of accommodating a minimum of (25) copper Category 6 LAN cables.
- 2.1.1.31 The Respondent shall provide blank faceplates for unused power and telecommunications cable outlets.

➤ **Work Surfaces**

- 2.1.1.32 The Respondent shall provide and install all work surfaces. Work surfaces shall include integrated cable management system, (i.e., grommet, concealed channel or other method for bundling and managing cable from the desktop to the floor mounted receptacles. Recessed or cut-away section(s) in the work surface along the wall or panel are acceptable if it is part of the standard design and manufacturing process.
- 2.1.1.33 Work surfaces, work surface supports, and other components shall not be "handed". Work surfaces shall be reconfigurable in the field for wall or panel support in any possible application.
- 2.1.1.34 Wall and panel work surface support structures shall provide for a continuous, open area under the work surface without obstruction from the user side.
- 2.1.1.35 Work surfaces shall be available in HPL laminate and wood veneer finishes (Must be matching of manufacturer)
- 2.1.1.36 Work surfaces shall be at least 1.25" thick with continuous, wrapped edges
- 2.1.1.37 Work surfaces shall have a load rating of at least 200 pounds for any width rectangular surfaces up to 30" deep
- 2.1.1.38 Work surfaces shall have predrilled holes on their underside to assist in positioning/attaching support arms and drawers
- 2.1.1.39 System shall offer transaction surfaces for use on top of panels to create across-the-counter work/display areas
- 2.1.1.40 System shall offer matching mechanical and assist lift adjustable height tables with a range from 24" to 44"

- 2.1.1.41 System shall have freestanding work surface options to match panel-supported work surfaces
- 2.1.1.42 System must have curvilinear work surfaces available as standard
- 2.1.1.43 The maximum height of the pencil drawer shall be 2"

➤ **Overhead Storage and Shelves**

- 2.1.1.44 The Respondent shall provide and install locking overhead storage units with shelves and doors. Overhead components shall allow for task light mounting under either shelf or overhead storage. Overhead unit interiors shall allow for a variety of interior configuration options, including vertical, horizontal, and paper management components.
- 2.1.1.45 System shall offer storage units orderable as complete units or separately as shelf and door enclosure, thereby allowing easy upgrade or reconfiguration.
- 2.1.1.46 Overhead storage, full height shelves, and half height shelves shall use interchangeable parts for maximum reconfiguration.
- 2.1.1.47 System shall offer a door assembly that allows easy retraction with fingertip pressure anywhere along its front edge {ADAAG compliant}
- 2.1.1.48 System shall offer enclosed overhead storage cabinets with door closures that operate in a safe and stable fashion even when in a nearly fully extended position
- 2.1.1.49 System shall offer overhead cabinet doors available in painted, veneered or fabric-covered configurations.
- 2.1.1.50 Door Assembly shall meet a weight and ease of use requirement of no more than 10 LBF.

➤ **Storage and Filing**

- 2.1.1.51 The Respondent shall provide all cabinets identified in the typical. All cabinets will have an integrated locking mechanism that locks all drawers with one internal mechanism.
- 2.1.1.52 System shall offer an option of pedestal and lateral file cabinets less than 27" in height to increase work surface-height adjustability
- 2.1.1.53 Cabinets must have closed integral steel tops
- 2.1.1.54 Files shall be freestanding and shall not be used as work surface supports
- 2.1.1.55 Filing/storage shall meet the following minimum material specifications: 22 gauge steel case, 20 gauge steel body, 14 gauge steel full extension ball bearing glides and reinforced drawer fronts
- 2.1.1.56 System shall include all hardware to meet user requirements, either front-to-back filing in both lateral filing and pedestal filing or side-to-side filing for laterals
- 2.1.1.57 Mobile pedestal filing shall be a standard offering
- 2.1.1.58 System shall offer pull designs that conform to ADAAG guidelines
- 2.1.1.59 System shall offer lateral files with 1" leveling glides and a positive interlock system that permits only 1 drawer open at a time for safety
- 2.1.1.60 System shall offer lateral files in a minimum of 30", 36", and 42" widths with an internal drawer depth no less than 19"
- 2.1.1.61 The file pulls shall be a minimum of 3" wide and 1" deep with an open type pull. If the pull has a closed top, the vertical depth must be a minimum of ¾", and also be 3" wide and 1" deep
- 2.1.1.62 Filing shall include counterweight as standard (lateral files only).

➤ **Undermount Task Lights**

- 2.1.1.63 The Respondent shall provide task lights to fit beneath the overhead components. The fixtures shall be designed and manufactured to fit beneath the manufacturer's standard-width overhead storage and shelf units. At a minimum, fixtures shall fit beneath a 24", 30", 36", 48" and 60" wide overhead components. Each light fixture shall be individually switched,

except where two or more fixtures are adjacent; the fixtures shall be connected and controlled by a single switch. Light fixtures shall use fluorescent lamps in energy-saving configurations with energy-saving ballasts. The last unit in a series shall plug into building or panel electrical outlets.

- 2.1.1.64 Fixtures shall have a glare-reducing lens that provides broadly distributed light with minimal veiling and direct glare
- 2.1.1.65 System shall offer an optional dimming feature on fixtures
- 2.1.1.66 Fixture length shall match length of either overhead storage unit or shelf
- 2.1.1.67 The bulb for the under storage lights shall be a T5 with a 4100K bulb.

➤ **Keying**

- 2.1.1.68 The Respondent shall provide locks and keys for all files and overhead cabinets provided. The keying system shall meet the following:
- 2.1.1.69 System shall provide master lock system with a minimum of 100 different cores
- 2.1.1.70 System shall key all components in each workstation the same
- 2.1.1.71 Provide 2 keys for every lock

➤ **Ease of Reconfiguration and Inventory Management**

- 2.1.1.72 Product solutions that offer a high degree of flexibility, adaptability and ease of reconfiguration/reuse, minimize the need for consumables for each reuse/reconfiguration cycle with fewest parts, and assembled with the least effort are more desirable.

2.1.2 **Free Standing Furniture/Casegoods**

- 2.1.2.1 Casegoods furnished under this specification shall meet the LEED C1v3 IEQc4.5 requirements
- 2.1.2.2 Casegoods furnished under this specification shall meet or exceed the requirements of current ANSI/BIFMA requirements. Units shall be free of all imperfections, defects, and hazards which might affect appearance, normal life, serviceability, or user safety. Particleboard used in the construction of casegoods conforming to this specification shall be a furniture grade with a minimum density of forty-five pounds (45 lbs.) per cubic foot and a screw holding capacity of two hundred twenty-five pounds (225 lbs.) minimum. North American/NAFTA manufacturers are preferred.

➤ **Casegoods Surfaces**

- 2.1.2.3 Outside surfaces shall be available in veneer or a closely matching high-pressure laminate.
- 2.1.2.4 Casegoods shall have end and back panels of mortise and tenon construction or comparable joints.
- 2.1.2.5 Desk Top Laminate: Tops shall be standard with high-pressure plastic laminate meeting NEMA LD 3 specifications. The laminate shall be of a uniform quality, free from blisters, wrinkles, cracks, scratches, dent marks, heat marks or other defects.
- 2.1.2.6 The maximum height of the pencil drawer shall be 2"

➤ **Adjustable-Height Table/Desk**

- 2.1.2.7 The Respondent shall offer both mechanical and assist lift adjustable height tables with a range from 24" to 44".
- 2.1.2.8 Adjustable-height table shall be constructed of a welded 12-gauge steel frame.

- 2.1.2.9 Work surface shall be 1-1/4" thick and available as both squared or contoured edge as standard options.
- 2.1.2.10 The table shall include an option for an integrated modesty panel and wire management accessories.

➤ **File Storage**

- 2.1.2.11 The Respondent shall provide all cabinets identified in the typical.
- 2.1.2.12 All cabinets will have an integrated locking mechanism that locks all drawers with one internal mechanism.
- 2.1.2.13 Lateral file drawers shall have a safety interlocking mechanism, which allows only one drawer to be opened at a time
- 2.1.2.14 Lateral files shall have counterweight available for recommended safety applications.
- 2.1.2.15 Freestanding and mobile pedestals shall include a counterweight for safety.
- 2.1.2.16 Face hardware shall be free of sharp edges and burrs.
- 2.1.2.17 All drawer and shelf suspensions shall travel easily and smoothly.
- 2.1.2.18 All moving parts shall be permanently lubricated.
- 2.1.2.19 Suspension shall accommodate uneven drawer loads or indirect push and/or pull forces. The suspensions (drawer supports) shall be of the ball bearing and/or solid type and designed to permit drawers or shelves to be closed by pressure applied at any point on the drawer or shelf front without binding.
- 2.1.2.20 Each receding door, drawer, and shelf shall contact rubber or poly-plastic bumpers when fully closed.
- 2.1.2.21 Out stops shall prevent the drawer or shelf from falling from the cabinet when it is fully extended.
- 2.1.2.22 Drawers and shelves shall have full travel suspensions, which extend far enough to allow unobstructed insertion and removal of hanging files.
- 2.1.2.23 The line will offer an option of pedestal and lateral file cabinets less than 27" in height to increase work surface-height adjustability.

➤ **Undermount Task Lights**

The Respondent shall provide task lights to fit beneath the overhead components.

- 2.1.2.24 The fixtures shall be designed and manufactured to fit beneath the manufacturer's standard-width overhead storage and shelf units.
- 2.1.2.25 At a minimum, fixtures shall fit beneath a 24", 30", 36", 48" and 60" wide overhead components.
- 2.1.2.26 Each light fixture shall be individually switched, except where two or more fixtures are adjacent; the fixtures shall be connected and controlled by a single switch.
- 2.1.2.27 Light fixtures shall use fluorescent lamps in energy-saving configurations with energy-saving ballasts. The last unit in a series shall plug into building's electrical outlets.
- 2.1.2.28 Fixtures shall have a glare-reducing lens that provides broadly distributed light with minimal veiling and direct glare
- 2.1.2.29 System shall offer an optional dimming feature on fixtures
- 2.1.2.30 Fixture length shall match length of either overhead storage unit or shelf
- 2.1.2.31 The bulb for the under storage lights shall be a T5 with a 4100K bulb.

**2.1.3 Office Furniture Design**

Exhibit 1 illustrates the most standard configuration of Systems Furniture and Freestanding Furniture for the Project and Exhibit 2 illustrates the conceptual furniture floor plans. It is expected that there will be a need for customization and reconfiguration of these designs, including the addition of filing and storage solutions, to suit the individual needs of the diverse user groups that will be occupying the building. The

following general design services will be required, for both Option 1 and Option 2(refer to Attachment A – Pricing), in order to complete the project.

- 2.1.3.1 Attendance at semi-monthly coordination and update meetings with Project FFE team with frequency increasing to weekly starting 8 weeks prior to installation.
- 2.1.3.2 Determining user needs; including inventory and incorporation of existing furniture in judicial chambers that individual judges may want to reuse.
- 2.1.3.3 Developing space plans of each area, allowing 1 revision prior to issuing final drawings. In a small number of cases, 3-dimensional drawings may be required to clarify fit.
- 2.1.3.4 Draft installation drawings, by floor, showing all as-installed conditions, for Owner review
- 2.1.3.5 Verification of existing conditions, critical dimensions and infrastructure requirements for installation of all specified products and accessories.
- 2.1.3.6 Developing and providing installation plans (see 2.1.8 for additional detail)
- 2.1.3.7 Developing and providing Bills of Materials for product to be purchased

The Respondent shall include the services and costs for providing:

- 2.1.3.8 Design services, including complete installation drawings
- 2.1.3.9 Installation, phased and performed per work plan developed by successful Respondent, authorized by Owner and using factory authorized services.
- 2.1.3.10 Procurement of product, including order monitoring to support workplan.

#### **2.1.4 Staffing and Management**

- 2.1.4.1 The Respondent shall provide a dedicated Project Manager (PM), subject to the approval of Maricopa County. The PM must have demonstrated experience in design, delivery and installation of similar projects. The resume shall indicate relevant experience in four (4) comparable design, procurement and installation projects in the past three (3) years. The PM shall have supervisory expertise on projects similar in size and scope to allow for the development of an overall project plan which meets the County's schedule and budget.
- 2.1.4.2 The Respondent shall provide a dedicated Designer. The Designer must have demonstrated experience in designing projects of a similar size and scope. The resume shall indicate relevant experience in four (4) comparable design projects in the past three (3) years.
- 2.1.4.3 The Respondent shall provide a Project Installation Manager who shall have overall responsibility for the project delivery and installation. The Project Installation Manager must have demonstrated experience in four (4) comparable delivery and installation projects in the past three (3) years.
- 2.1.4.4 The Respondent shall provide a minimum of one dedicated Installation Supervisor to the project for the duration of the project. The supervisor(s) shall have at least three (3) years experience on projects similar in scope, complexity, and size. The supervisors' names and professional resumes shall be submitted with the proposal. The resume shall indicate relevant experience in three (3) comparable projects in the past two (2) years. The Respondent shall assign additional supervisor(s) as needed to support delivery and installation activities.
- 2.1.4.5 The Respondent shall staff each delivery and installation phase with an experienced and productive crew to ensure its completion in accordance with the installation plan. The personnel shall be full or part-time employees of the Respondent and shall have experience in the commercial furniture industry. In addition to the general staff requirements, the Respondent will ensure that 70% of on-site staff is factory certified installers in the product line selected.

➤ **Personnel Security Requirements**

- 2.1.4.6 Respondent personnel must comply with safety and security requirements required by the Construction Manager (Exhibit 3).
- 2.1.4.7 Respondent personnel must be employed by Respondent or their approved subcontractor on a full or part-time basis.
- 2.1.4.8 A background check will be a requirement for all employees of Respondent's staff providing services to the County. This option shall allow the Respondent to access areas within the County such as detention facilities, court buildings, and other restricted areas. The cost of this service shall be incurred by the County.
- 2.1.4.9 All Respondent personnel shall be required to enter and exit through designated locations and may be required to sign in and out. No one except authorized employees of the Respondent is allowed on the premises of Maricopa County Buildings. Respondent's employees are NOT to be accompanied in their work area by acquaintances, family members, assistants, or any other person unless said person is an authorized employee of the Respondent.
- 2.1.4.10 Respondent personnel may not bring guns, knives, weapons, alcohol, or drugs into the buildings associated with the project.
- 2.1.4.11 Respondent personnel may not smoke anywhere near materials, including in the cab of the truck transporting collections and must abide by the Smoke Free Arizona Act.
- 2.1.4.12 All Respondent personnel shall wear clothing which identifies them as employees of the Respondent.
- 2.1.4.13 The Owner has the right to remove any Respondent personnel who do not meet these guidelines.

2.1.5 **Project Plan**

➤ **Work Plan**

- 2.1.5.1 The successful Respondent shall provide a detailed Work Plan for the project to be approved by the Owner. The Respondents Work Plan, at a minimum, shall include anticipated staff, supplies and equipment, to provide design, furniture procurement, shipping and delivery, facility preparation recommendations, anticipated delivery routes, unique requirements and anticipated schedule, installation and punch list to meet the estimated furniture quantities below:

LEVEL	# of OFFICES	# of WKST
LL1	12	1
L1	8	19
L2	71	46
L3	71	46
L4	3	27
L12	20	115
L13	22	44
<b>EST. TOTALS</b>	<b>207</b>	<b>298</b>

- 2.1.5.2 The work plan shall be submitted to the Owner thirty (30) days after award of contract.
- 2.1.5.3 The plan will be updated bi-weekly, at a minimum, through the duration of the project.
- 2.1.5.4 In addition to the components listed above, the Work Plan will include:

➤ **Quality Plan**

- 2.1.5.5 A plan for and capacity to respond to short notice changes in the project schedule.
- 2.1.5.6 A detailed plan for dealing with worksite conditions and customization of workspaces.
- 2.1.5.7 A plan for the documentation and management of a post installation punch-list.
- 2.1.5.8 Demonstration of the guaranteed availability of identical and additional components for future orders or replacement.
- 2.1.5.9 Post installation service plan, including response time and on-site repair capacity.
- 2.1.5.10 A written warranty of both product and labor.

➤ **Regulatory Plan**

- 2.1.5.11 A written plan to ensure the Respondent takes responsibility for determining, obtaining and abiding by federal, state and local laws, rules and regulations related to the delivery and installation activity.
- 2.1.5.12 The Respondent shall be responsible for procurement of all permits, licenses, and waivers required in completion of this contract.
- 2.1.5.13 Any fees required for obtaining permits, licenses or waivers shall be the responsibility of the Respondent.

2.1.6 **Delivery and Installation Implementation**

- 2.1.6.1 The Respondent's designated Installation PM will be required to attend two (2) delivery and installation planning meetings with the Project FFE Team prior to the start of deliveries. The Respondent shall appoint other management staff to support their PM as necessary to ensure the smooth execution of the delivery and installation.
- 2.1.6.2 The Respondent shall be responsible for coordinating access to the new building with the Owner. It is anticipated that a number of vendors will be accessing the building during the installation period, requiring closely scheduled dock and elevator access. The Respondent shall be responsible for obtaining and abiding by all rules and regulations from the Owner.
- 2.1.6.3 The Respondent shall be responsible for coordinating shipping schedules to ensure proper pieces are delivered in the correct order to avoid downtime and ensure adherence to established schedule. Delivery and installation conditions allow for normal building access, business hours and elevator access. Due to the secure nature of the Court Tower, direct access to the primary loading dock by longer tractor/trailer units will be difficult. It is anticipated that access through the sally port may be more feasible. It is the responsibility of the dealer and manufacturer to take these possible constraints into consideration when planning the shipping and delivery of all product.(see Exhibit 4 –Loading Dock Layout)
- 2.1.6.4 The Respondent shall be responsible for verifying all furniture quantities for each truck delivery in the loading dock/off-site staging facility. For each delivery present the bill of lading to the Owner, including a report indicating discrepancies and/or damages.
- 2.1.6.5 The Respondent shall be responsible for unloading and delivery of furniture to designated areas. Staging areas to be coordinated with Owner prior to use.
- 2.1.6.6 The Respondent shall be responsible for observing all elevator weight and dimension restrictions. The Respondent shall verify and review all applicable site conditions, especially loading dock height(s) and overhead door clearances, code compliance requirements, and any other pertinent information in order to ensure safe and efficient movement of items.

- 2.1.6.7 The Respondent shall be responsible for uncrating and unwrapping of furniture and daily removal of all boxes, wrappings and miscellaneous materials from Maricopa County campus in accordance with LEED specifications by installer.
- 2.1.6.8 One (1) week prior to each delivery and installation the Installation Project Manager/Supervisor shall be required to perform a walkthrough with the Owner and jointly note the condition of the origin and destination facilities, property to be moved, areas that require protection, destination facility, and delivery route. Any existing damage or unusual conditions shall be documented. Upon completion of a delivery and installation, a post-delivery/installation walkthrough and report shall be required.
- 2.1.6.9 The Respondent shall install furniture in each location, per Owner-approved plans. Ensure that literature pertaining to each item is left at each location.
- 2.1.6.10 The Respondent shall provide and install floor protection along all delivery routes on finished floors at origin and destination. The Respondent shall be required to protect all corridors, walls, doorways, elevators, and landscaped areas along the delivery route. All protection must be in place prior to any delivery activity and removed upon completion of each delivery or no more than twenty-four (24) hours after completion. The Respondent shall replace or repair any protection deemed insufficient by Owner. All materials and methods of protection shall be approved by Owner.
- 2.1.6.11 The Respondent is solely responsible for damage to facilities resulting from delivery and installation activities. This shall include cleaning and repairs of walls, floors, corridors, elevators, and any other part of the buildings to the satisfaction of Owner. Any materials used for said purpose of cleaning or repair shall be approved by Maricopa County Facilities Management Department.

**2.1.7 Post Installation Support**

Upon completion of each area and before the Respondent's personnel vacate the premises; a punch list walk-through of areas occupied during that phase will occur:

- 2.1.7.1 The Installation Project Manager, with supervisors, and crews as needed, will accompany the Owner to make adjustments required to ensure furniture has been properly placed.
- 2.1.7.2 The Installation Project Manager shall conduct a complete inspection of the work with the Owner and Maricopa County designee, and the Project Manager shall develop a Post-Installation Punch list (PIP) at that time. Both parties shall sign the PIP, with a copy provided to the Respondent. The County will keep the original.
- 2.1.7.3 The Respondent shall review the items on the list within 24 hours of its receipt and shall provide the Owner with a written schedule of when each item will be corrected.

**2.1.8 Project Closeout**

- 2.1.8.1 At the completion of the project, within 15 days of Owner Final Acceptance of Installation, the Respondent shall turn over the following to the Owner:
- 2.1.8.2 Final installation drawings, by floor, showing all as-installed conditions. Drawings shall be submitted electronically (.dwg 2007AutoCad/County compatible) as well as 1 hard copy.
- 2.1.8.3 Summary of all installed products and applicable warranty periods.
- 2.1.8.4 Detailed protocol for all customer service/warranty claims, including provisions for local representation to coordinate warranty issues and on-site repair.
- 2.1.8.5 Contact information for dealer staff and customer service/warranty issues.
- 2.1.8.6 Completed delivery tickets, invoices and other related documentation.

## 2.1.9 Evaluation Criteria

Prior to developing this response the county established factors they considered most critical to the success of this aspect of the Downtown Court Tower project. Below are the three criteria areas and the key factors:

### 2.1.9.1 *Manufacturer Criteria*

- 2.1.9.1.1 Quality: The Manufacturer has demonstrated a consistently high level of product quality and has a defined process of continuous improvement.
- 2.1.9.1.2 Non-Obsolescence: The Company exhibits both financial strength in light of the current economic landscape and a long history of backward product line compatibility while caring about the integrity of new designs.
- 2.1.9.1.3 LEED Certification Contribution: The Manufacturer offers products which are certified by independent 3<sup>rd</sup> party reviewers to contribute to earned LEED points.
- 2.1.9.1.4 Collaborative Relationship: The Manufacturer maintains a strong relationship with the local dealer, supplying appropriate training, operational controls and certification support; pro-actively sharing information that is mutually beneficial to the implementation of solutions that meet the customer's needs.
- 2.1.9.1.5 Customer Service: The Company exhibits a history of on-time and completes delivery of products and maintains a strong reputation for post-sales customer service.

### 2.1.9.2 *Systems Furniture Criteria*

- 2.1.9.2.1 Economical: The system has a relatively low purchase price and is comparatively low-cost to own over the life of the asset. It is time efficient to order, maintain, inventory and re-deploy.
- 2.1.9.2.2 Lifespan: The system is designed and manufactured to last for an extended period of time, whose components are of consistent quality in terms of material composition, assembled fit and finish, and overall functional integrity.
- 2.1.9.2.3 Ease of Installation: The system installs quickly and can be easily reconfigured with minimum manpower and tools required.

### 2.1.9.3 *Dealer Criteria*

- 2.1.9.3.1 Warranty: The Dealer supports a 'carefree' warranty that covers parts and labor for heavy usage over an extended period of time. The dealer exhibits a history of honoring warranty issues in a prompt and efficient manner.
- 2.1.9.3.2 Installation: The Dealer has reliable, competent, factory-trained and certified personnel of a number which can install the specified furniture in a timely, friendly and efficient process.

- 2.1.9.3.3 Project Management: The Dealer's physical and software resources are capable of efficiently managing the execution of the furniture project.
- 2.1.9.3.4 Design and Specification: The Dealer has the demonstrated capacity to provide thorough and accurate implementation of the programming and specifications to create the final furniture design and installation drawings for this project.

The award will be made to the lowest, responsive, responsible qualified Respondent.

## **2.1.10 Response Content and Organization**

Responses should be organized in the following manner.

- 2.1.10.1 A Cover Letter—summarizing the key points of your submittal and describing your firm's organizational structure. Include a statement in the cover letter that the Respondent will accept the contract language and execute this Agreement as written, if awarded the contract. Once the contract is awarded, the agreement will only be modified as it relates to the scope of work. Pay particular attention to the insurance requirements.
- 2.1.10.2 A Statement of Dealer Qualifications—The Respondent shall submit a corporate history and experience listing for the proposed dealer. The history shall include:
  - 2.1.10.2.1 Length of time company has been engaged in commercial furniture vendor design, procurement and installation services (minimum duration of five (5) years)
  - 2.1.10.2.2 The dollar volume of work completed each of the past three (3) years
  - 2.1.10.2.3 Current workforce, identifying both full and part time employees
- 2.1.10.3 A Statement of Manufacturer Qualifications—The Respondent shall submit a corporate history and experience listing for the proposed manufacturer. The history shall include:
  - 2.1.10.3.1 Length of time company has been engaged in commercial furniture manufacturing and delivering and installation services (minimum duration of five (5) years)
  - 2.1.10.3.2 The dollar volume of work completed each of the past three (3) years
- 2.1.10.4 Past Performance—The Dealer shall submit evidence of completed design, procurement and installation projects similar in size, scope, and complexity to the Maricopa County Downtown Court Tower Project, which were completed within the past four (4) years (minimum of four projects).
  - 2.1.10.4.1 The Dealer shall submit a description of each project including size (total square feet, quantity of furniture delivered and installed), number of phases, duration of the project, special requirements or logistics requirements (storage, security, etc.), and contract value.

2.1.10.4.2 References (ATTACHMENT C) for these projects will be contacted and included in the evaluation.

2.1.10.5 Key Personnel—The Respondent shall demonstrate as part of their proposal that they have sufficient qualified, trained personnel to successfully perform the full scope of services.

2.1.10.5.1 The Respondent shall provide a resume for the Rep/Project Manager who shall have overall responsibility for the Project. Reference section 2.1.4 Staffing and Management for experience requirements.

2.1.10.5.2 The Respondent shall provide a resume for the Designer who shall have responsibility designing the furniture layout of workstation/offices including all components to ensure fully operational workstations/offices. Reference section 2.1.4 Staffing and Management for experience requirements.

2.1.10.5.3 The Respondent shall provide a resume for the Project Installation Manager who shall have overall responsibility for the project delivery and installation. Reference section 2.1.4 Staffing and Management for experience requirements.

2.1.10.5.4 The Respondent shall provide resumes for sufficient delivery and Installation Supervisors who shall be responsible for accomplishing all required pre-installation planning and for overseeing delivery at all receiving sides and installation activity at all locations. Reference section 2.1.4 Staffing and Management for experience requirements.

2.1.10.5.5 The Respondent shall ensure sufficient installation staff that can pass a County and/or Court background check (to complete the work in the proposed timeframe. Installation staff shall be full or part-time employees. If it is necessary to subcontract in order to meet this requirement, provide the name of the company you will be subcontracting with.

2.1.10.6 Specifications and Technical Requirements – The Respondent shall provide the name of the systems and/or freestanding furniture line(s) being proposed and certification demonstrating compliance with LEED IEQ Credit 4.5. Each proposal shall include evidence that the proposed line(s) meet or exceed the described technical specifications and requirements. The evidence should be presented in a manner that is concise, straightforward and easily reviewed. The evidence should demonstrate, at a minimum:

2.1.10.6.1 For the systems furniture line:

- ✓ Compliance with all safety standards specified
- ✓ Compliance with all material standards specified
- ✓ Compliance with electrical and telecom/cable specifications
- ✓ Horizontal and vertical adjustability
- ✓ Overhead storage LBF requirement
- ✓ Filing/storage material specification
- ✓ The worksurface support systems, i.e. brackets, legs, and support panels, shall be shown in drawings and in narrative the degree of accessibility and movement for the end-user.
- ✓ A very brief narrative and comprehensive table describing the assembly times, tools required, and waste material expected when installing one of each of the “Typicals” illustrated.

- ✓ Warranty period
- ✓ Compliance with LEED C1v3 IEQc4.5 by meeting one (1) of the options below:
  - OPTION 1: Furniture and seating are Greenguard Indoor Air Quality Certified.
  - OPTION 2: Calculated indoor air concentrations that are less than or equal to those listed in Table 1 for furniture systems and seating determined by a procedure based on the EPA Environmental Technology Verification (ETV) Large Chamber Test Protocol for Measuring Emissions of VOCs and Aldehydes (September 1999) testing protocol conducted in an independent air quality testing laboratory.
  - OPTION 3: Calculated indoor air concentrations that are less than or equal to those listed in Table 1 for furniture systems and seating determined by a procedure based on ANSI/BIFMA M7.1- 2007 and ANSI/BIFMA X7.1-2007 testing protocol conducted in an independent third-party air quality testing laboratory.

**Table 1. Maximum Indoor Air Concentrations**

Chemical Contaminant	Emission Limits Systems Furniture	Emission Limits Seating
TVOC	0.5 mg/m <sup>3</sup>	0.25 mg/m <sup>3</sup>
Formaldehyde	50 parts per billion	25 parts per billion
Total Aldehydes	100 parts per billion	50 parts per billion
4 - Phenylcyclohexene (4-PCH)	0.0066 mg/m <sup>3</sup>	0.0026 mg/m <sup>3</sup>

2.1.10.6.2 For the freestanding furniture line:

- ✓ Compliance with all safety standards specified
- ✓ Compliance with all material standards specified
- ✓ Compliance with all adjustable table specifications
- ✓ Warranty period.
- ✓ Compliance with LEED C1v3 IEQc4.5 by meeting 1 of the options below:
  - OPTION 1: Furniture and seating are Greenguard Indoor Air Quality Certified.
  - OPTION 2: Calculated indoor air concentrations that are less than or equal to those listed in Table 1 for furniture systems and seating determined by a procedure based on the EPA Environmental Technology Verification (ETV) Large Chamber Test Protocol for Measuring Emissions of VOCs and Aldehydes (September 1999) testing protocol conducted in an independent air quality testing laboratory.
  - OPTION 3: Calculated indoor air concentrations that are less than or equal to those listed in Table 1 for furniture systems and seating determined by a procedure based on ANSI/BIFMA M7.1- 2007 and ANSI/BIFMA X7.1-2007 testing protocol conducted in an independent third-party air quality testing laboratory.

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4 - Phenylcyclohexene (4-PCH)	0.0066 mg/m <sup>3</sup>	0.00825 mg/m <sup>3</sup>

2.1.10.7 Management and Staffing Approach - The Respondent shall review the Estimated Furniture Quantities, (Section 2.1.5). Each proposal shall include a detailed management and staffing approach that provides a demonstration of clear understanding of the requirements and provides a concise description of how the delivery and installation will be managed based on the information provided in the Scope of Work. Respondents must be able to demonstrate ability to fluctuate team size to respond to accelerated project needs. The Management and Staffing Approach should include at a minimum:

2.1.10.7.1 An installation plan including the estimated number of truckloads per delivery phase, the volume of work expected to be completed per week and the total time to complete the proposed work. If you are pricing both Options 1 and 2, your installation plan should clearly distinguish both systems and free standing furniture.

2.1.10.7.2 The number and deployment of supervisors, installers and additional staff for each delivery and installation phase.

2.1.10.7.3 Detailed plans that will specify the manner in which equipment failure and other contingencies will be countered. These plans will include provisions for vehicle replacement and staff replacement that may be required during the delivery and installation.

2.1.10.7.4 A copy of a Quality Control Program that will be utilized to assure all requirements of the contract are provided as specified. This will include, but is not limited to, an inspection system and checklist to inspect contract performance including scheduled and unscheduled inspections and a system for identifying and correcting deficiencies before the level of performance becomes unacceptable.

2.1.10.7.5 Indicate the period of time, if any, product can be stored in the dealer warehouse at no additional charge in the event of construction delay.

2.1.10.7.6 Indicate the required notice needed by Respondent for changes in schedule (in hours).

2.1.10.8 Collaboration and Added Value

2.1.10.8.1 Do you have any suggestions for adding value or cost savings without diminishing the intent of the specifications?

2.1.10.8.2 What are the most recent trends you have seen in office furniture and how is your manufacturer responding to them? Do you see any ways they might influence this project?

- 2.1.10.8.3 For both of the above, we are seeking succinct, summaries of value and/or trends that may benefit this project; volume will not be viewed as value.

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response are not desired and may be construed as an indication of the Respondent's lack of cost consciousness. Elaborate artwork, expensive paper and bindings and expensive visual and other presentation aids are neither necessary nor wanted.

#### 2.1.11 Post Bid Qualification Actions

2.1.11.1 For Option 1 (Systems Furniture) and Option 2 (Casegoods/Freestanding Furniture) the two lowest priced, qualified Respondents will be asked to provide Dealer and Manufacturer's most current audited financial statement including an income statement and balance sheet. This statement is to include an independent auditor's letter verifying the information submitted. Contract award shall be contingent upon County review and acceptance of financial statements to determine that the Respondent has the financial strengths to successfully complete the project.

2.1.11.2 Option 1 (Systems Furniture) the low priced, qualified Respondent will be asked to provide a mock-up within 6 weeks of notification. The mock-up will be evaluated on compliance with specifications, sturdiness, ease of installation and reconfiguration with the evaluation and award based on criteria provided at the time of notification. If the low-price qualified Respondent's mock-up does not meet the provided criteria, the next low price, qualified Respondent will be asked to provide a mock-up. If the lowest Respondent is disqualified, the next lowest Respondent should be prepared to provide the mock-up within 10 working days of notification. This will continue until a qualified mock-up is identified.

2.1.11.3 Option 2 (Freestanding Furniture/Casegoods) the low priced, qualified Respondent will be asked to provide a mock-up within 6 weeks of notification. Respondent may choose to present an example of either Typical D (HPL) or E (Veneer), however a material sample of the typical not shown will be required. The mock-up will be evaluated on compliance with specifications, sturdiness, and functional integrity, with the evaluation and award based on criteria provided at the time of notification. If the low-price qualified Respondent's mock-up does not meet the provided criteria, the next low price, qualified Respondent will be asked to provide a mock-up. The second Respondent should be prepared to provide the mock-up within 10 working days of notification. This will continue until a qualified mock-up is identified.

## 2.2 DELIVERY AND INSTALLATION:

- 2.2.1 Delivery is scheduled according to the workplan developed by the successful Respondent and authorized by the Owner, but **REQUIRED** to coincide with a November 2011 completion date. Installation is anticipated to begin immediately following Substantial Completion
- 2.2.2 Supplies or equipment shall be delivered between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except on State recognized holidays or unless other arrangements are made in advance.
- 2.2.3 The Contractor shall be responsible to install and present for inspection all equipment in a complete and ready-for-use condition with all components functioning, cleaned and tested.

**2.3 EXPEDITED DELIVERY:**

- 2.3.1 If the Owner determines that rush shipping or other alternate shipping is required, it shall notify the Contractor. The Contractor shall determine any additional costs associated with such delivery terms and communicate that cost to the Owner.
- 2.3.2 The Owner shall not advise the Contractor to proceed with an expedited shipment until acceptable terms are agreed upon and a purchase order is issued. Upon agreeing to the additional costs, the Owner shall advise the Contractor to proceed.
- 2.3.3 Upon receipt of material(s) and invoicing, the Owner shall ensure that any additional charges are in compliance with and do not exceed agreed to costs. The Owner shall retain all documents related to these costs within the agency purchase file.

**2.4 SHIPPING DOCUMENTS:**

A packing list or other suitable shipping document shall accompany each shipment and shall include the following:

- 2.4.1 Contract Serial number.
- 2.4.2 Contractor's name and address.
- 2.4.3 Owner name and address.
- 2.4.4 Owner purchase order number.
- 2.4.5 A description of product(s) shipped, including item number(s), quantity (ies), number of containers and package number(s), as applicable.

**2.5 SHIPPING TERMS:**

Bid price(s) and terms shall be F.O.B. Destination at 101 W. Madison Avenue, Phoenix, Arizona 85003.

**2.6 OPERATING MANUALS:**

Upon delivery, Contractor shall provide comprehensive operational manuals, service manuals and schematic diagrams, if required by the Owner.

**2.7 INSTALLATION:**

The Contractor's Response shall include delivery and set-up in complete operating condition.

**2.8 SAMPLES (MOCK SET UP):**

The Contractor may be requested to furnish samples of material(s) bid for examination by the County in addition to the required mock-up by low bidder. Any materials so requested shall be furnished at no cost to the County and sent to the address designated in the requesting correspondence.

**2.9 TESTING:**

Unless otherwise specified, materials purchased will be inspected by the Owner to ensure the materials meet the quality and quantity requirements of the Specifications. When deemed necessary by the County, samples of the materials may be taken at random from stock received for submission to a commercial laboratory or other appropriate agency for analysis and tests as to whether the materials conform in all respects to the Specifications. In cases where commercial

laboratory reports indicate that the materials do not meet the Specifications, the expense of such analysis shall be borne by the Contractor.

**2.10 ACCEPTANCE:**

Upon delivery and/or successful installation, the material(s) shall be deemed accepted and the warranty period shall begin. All documentation shall be completed prior to final acceptance.

**2.11 WARRANTY:**

- 2.11.1 All non-operational system parts shall carry the manufacturer's standard warranty and shall be guaranteed against defects in materials, workmanship, and performance for a minimum of twelve (12) years. The warranty shall begin on the date of installation acceptance of the unit by the ordering agency. During this warranty period, the vendor shall repair or replace defective components and/or units at no cost.
- 2.11.2 All casegoods shall carry the manufacturer's standard warranty and shall be guaranteed against defects in materials, workmanship, and performance for a minimum of ten (10) years. The warranty shall begin on the date of acceptance of the unit by the ordering agency. During this warranty period, the vendor shall repair or replace defective components and/or units at no cost.
- 2.11.3 All operational system parts, controls, electrical (except light ballasts and bulbs), fabric and special or custom product shall carry the manufacturer's standard warranty and shall be guaranteed against defects in materials, workmanship, and performance for a minimum of five (5) years. The warranty shall begin on the date of installation acceptance of the unit by the ordering agency. During this warranty period, the vendor shall repair or replace defective components and/or units at no cost to the County.
- 2.11.4 The Contractor agrees that he will, at his own expense, provide all labor and parts required to remove, repair or replace, and reinstall any such defective workmanship and/or materials which becomes or is found to be defective during the term of this warranty. The Contractor shall guarantee the equipment to be supplied complies with all applicable regulations.

**2.12 FACTORY AUTHORIZED SERVICE AVAILABILITY:**

The Contractor shall have and maintain a local factory authorized service facility within the Phoenix, Arizona metropolitan area. The facility shall be capable of supplying and installing component parts, troubleshooting, repairing and maintaining the material(s). Minimum service hours shall be from 8:00 A.M. through 5:00 P.M., Arizona Time, Monday through Friday.

**2.13 INVOICES AND PAYMENTS:**

- 2.13.1 The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:
  - Company name, address and contact
  - County bill-to name and contact information
  - Contract Serial Number
  - County purchase order number
  - Invoice number and date
  - Payment terms
  - Date of service or delivery
  - Quantity (number of days or weeks)
  - Contract Item number(s)

- Description of Purchase (product or services)
- Pricing per unit of purchase
- Freight (if applicable)
- Extended price
- Mileage w/rate (if applicable)
- Arrival and completion time (if applicable)
- Total Amount Due

2.13.2 Problems regarding billing or invoicing shall be directed to the Owner as listed on the Purchase Order.

2.13.3 Payment shall be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form (to be provided by the Procurement Officer) or as located on the County Department of Finance Website as a fillable PDF document ([www.maricopa.gov/finance/](http://www.maricopa.gov/finance/)).

2.13.4 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

**2.14 TAX:**

Tax shall not be levied against labor. Sales/use tax will be determined by County. Tax will not be used in determining low price.

**3.0 SPECIAL TERMS & CONDITIONS:**

**3.1 CONTRACT TERM:**

This Invitation for Bid is for awarding a material and labor purchasing contract based on submitted pricing, to cover a term of three (3) years for both material and labor.

**3.2 OPTION TO RENEW:**

The County may, at its option and with the approval of the Contractor, renew the term of this Contract up to a maximum of three (3) additional years, (or at the County's sole discretion, extend the contract on a month to month basis for a maximum of six (6) months after expiration). The Contractor shall be notified in writing by the Materials Management Department of the County's intention to renew the contract term at least thirty (30) calendar days prior to the expiration of the original contract term.

**3.3 PRICE ADJUSTMENTS:**

Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the Consumer Price Index or by performing a market survey.

**3.4 INDEMNIFICATION:**

3.4.1 To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors,

omissions, mistakes or malfeasance relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract by the Contractor, as well as any person or entity for whose acts, errors, omissions, mistakes or malfeasance Contractor may be legally liable.

3.4.2 The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

3.4.3 The scope of this indemnification does not extend to the sole negligence of County.

### 3.5 INSURANCE REQUIREMENTS

3.5.1 Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

3.5.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

3.5.3 Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

3.5.4 Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

3.5.5 The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

3.5.6 County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance certificates. County shall not be obligated to review policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

3.5.7 The insurance policies required by this Contract, except Workers' Compensation, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

3.5.8 The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

3.5.9 Commercial General Liability:

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products/Completed Operations Aggregate, and \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

**3.5.10 Automobile Liability:**

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.

**3.5.11 Workers' Compensation:**

3.5.11.1 Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

3.5.11.2 Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

**3.5.12 Certificates of Insurance.**

3.5.12.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

3.5.12.1.1 In the event any insurance policy (ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of Contractor's work or services and as evidenced by annual Certificates of Insurance.

3.5.12.1.2 If a policy does expire during the life of the Contract, a renewal certificate must be sent to County fifteen (15) days prior to the expiration date.

**3.5.13 Cancellation and Expiration Notice.**

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

**3.6 PROCUREMENT CARD ORDERING CAPABILITY:**

County may determine to use a procurement card that may be used from time-to-time, to place and make payment for orders under this Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

**3.7 INTERNET ORDERING CAPABILITY:**

It is the intent of County to use the Internet to communicate and to place orders under this Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

**3.8 REQUIREMENTS CONTRACT:**

3.8.1 Contractors signify their understanding and agreement by signing a bid submittal, that the Contract resulting from the bid will be a requirements contract. However, the Contract does not guarantee any minimum or maximum number of purchases will be made. It only indicates that if purchases are made for the materials contained in the Contract, they will be purchased from the Contractor awarded that item. Orders will only be placed when the County identifies a need and proper authorization and documentation have been approved.

3.8.2 County reserves the right to cancel Purchase Orders within a reasonable period of time after issuance. Should a Purchase Order be canceled, the County agrees to reimburse the Contractor but only for actual and documentable costs incurred by the Contractor due to and after issuance of the Purchase Order. The County will not reimburse the Contractor for any costs incurred after receipt of County notice of cancellation, or for lost profits, shipment of product prior to issuance of Purchase Order, etc.

3.8.3 Contractors agree to accept verbal notification of cancellation from the Materials Management Procurement Officer with written notification to follow. By submitting a bid in response to this Invitation for Bids, the Contractor specifically acknowledges to be bound by this cancellation policy.

**3.9 ORDERING AUTHORITY.**

3.9.1 The Contractor should understand that any request for purchase of product(s) shall be accompanied by a valid purchase order, issued by Materials Management, or by a Certified Agency Procurement Aid (CAPA).

3.9.2 County departments, cities, other counties, schools and special districts, universities, nonprofit educational and public health institutions may also purchase from under this Contract at their discretion and/or other state and local agencies (Customers) may procure the products under this Contract by the issuance of a purchase order to the Respondent. Purchase orders must cite the Contract number.

3.9.3 Contract award is in accordance with the Maricopa County Procurement Code. All requirements for the competitive award of this Contract have been met. A purchase order for the product(s) is the only document necessary for Customers to purchase and for the Contractor to proceed with delivery of product(s) available under this Contract.

3.9.4 Any attempt to represent any product not specifically awarded under this Contract is a violation of the Contract. Any such action is subject to the legal and contractual remedies available to the County, inclusive of, but not limited to, Contract cancellation, suspension and/or debarment of the Contractor.

**3.10 UNCONDITIONAL TERMINATION FOR CONVENIENCE:**

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

**3.11 TERMINATION FOR DEFAULT:**

If the Contractor fails to meet deadlines, or fails to provide the agreed upon service/material altogether, a termination for default will be issued. The termination for default will be issued only after the County deems that the Contractor has failed to remedy the problem after being forewarned.

**3.12 TERMINATION BY THE COUNTY:**

If the Contractor should be adjudged bankrupt or should make a general assignment for the benefit of its creditors, or if a receiver should be appointed on account of its insolvency, the County may terminate the Contract. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or otherwise be guilty of a substantial violation of any provision of this Contract, then the County may terminate the Contract. Prior to termination of the Contract, the County shall give the Contractor fifteen- (15) calendar day's written notice. Upon receipt of such termination notice, the Contractor shall be allowed fifteen (15) calendar days to cure such deficiencies.

**3.13 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:**

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel any Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

**3.14 OFFSET FOR DAMAGES;**

In addition to all other remedies at Law or Equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance of the contract.

**3.15 ADDITIONS/DELETIONS OF SERVICE:**

The County reserves the right to add and/or delete materials to a Contract. If a service requirement is deleted, payment to the Contractor will be reduced proportionately, to the amount of service reduced in accordance with the bid price. If additional materials are required from a Contract, prices for such additions will be negotiated between the Contractor and the County.

**3.16 SUBCONTRACTING:**

3.16.1 The Contractor may not assign a Contract or Subcontract to another party for performance of the terms and conditions hereof without the written consent of the County. All correspondence authorizing subcontracting must reference the Bid Serial Number and identify the job project.

3.16.2 The Subcontractor's rate for the job shall not exceed that of the Prime Contractor's rate, as bid in the pricing section, unless the Prime Contractor is willing to absorb any higher rates. The Subcontractor's invoice shall be invoiced directly to the Prime Contractor, who in turn shall pass-through the costs to the County, without mark-up. A copy of the Subcontractor's invoice must accompany the Prime Contractor's invoice.

**3.17 AMENDMENTS:**

All amendments to this Contract shall be in writing and approved/signed by both parties. Maricopa County Materials Management shall be responsible for approving all amendments for Maricopa County.

**3.18 RETENTION OF RECORDS:**

The Contractor agrees to retain all financial books, records, and other documents relevant to a Contract for five (5) years after final payment or until after the resolution of any audit questions which could be more than five (5) years, whichever is longer. The County, Federal or State auditors and any other persons duly authorized by the County shall have full access to, and the right to examine copy and make use of, any and all said materials.

**3.19 ADEQUACY OF RECORDS:**

If the Contractor's books, records and other documents relevant to a Contract are not sufficient to support and document that allowable materials were provided, the Contractor shall reimburse Maricopa County for the materials not so adequately supported and documented.

**3.20 AUDIT DISALLOWANCES:**

If at any time it is determined by the County that a cost for which payment has been made is a disallowed cost, the County shall notify the Contractor in writing of the disallowance and the required course of action, which shall be at the option of the County either to adjust any future claim submitted by the Contractor by the amount of the disallowance or to require repayment of the disallowed amount by the Contractor forthwith issuing a check payable to Maricopa County.

**3.21 VALIDITY:**

The invalidity, in whole or in part, of any provision of the Contract shall not void or affect the validity of any other provision of the Contract.

**3.22 RIGHTS IN DATA:**

The County shall have the use of data and reports resulting from a Contract without additional cost or other restriction except as may be established by law or applicable regulation. Each party shall supply to the other party, upon request, any available information that is relevant to a Contract and to the performance hereunder.

**3.23 RELATIONSHIPS:**

In the performance of the services described herein, the Contractor shall act solely as an independent contractor, and nothing herein or implied herein shall at any time be construed as to create the relationship of employer and employee, partnership, principal and agent, or joint venture between the County and the Contractor.

**3.24 CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**

3.24.1 The undersigned (authorized official signing for the Contractor) certifies to the best of his or her knowledge and belief, that the Contractor, defined as the primary participant in accordance with 45 CFR Part 76, and its principals:

3.24.1.1 are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal Department or agency;

- 3.24.1.2 have not within 3-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - 3.24.1.3 are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
  - 3.24.1.4 Have not within a 3-year period preceding this Contract had one or more public transaction (Federal, State or local) terminated for cause of default.
- 3.24.2 Should the Contractor not be able to provide this certification, an explanation as to why should be attached to the Contract.
- 3.24.3 The Contractor agrees to include, without modification, this clause in all lower tier covered transactions (i.e. transactions with subcontractors) and in all solicitations for lower tier covered transactions related to this Contract.

**3.25 ALTERNATIVE DISPUTE RESOLUTION:**

- 3.25.1 After the exhaustion of the administrative remedies provided in the Maricopa County Procurement Code, any contract dispute in this matter is subject to compulsory arbitration. Provided the parties participate in the arbitration in good faith, such arbitration is not binding and the parties are entitled to pursue the matter in state or federal court sitting in Maricopa County for a de novo determination on the law and facts. If the parties cannot agree on an arbitrator, each party will designate an arbitrator and those two arbitrators will agree on a third arbitrator. The three arbitrators will then serve as a panel to consider the arbitration. The parties will be equally responsible for the compensation for the arbitrator(s). The hearing, evidence, and procedure will be in accordance with Rule 74 of the Arizona Rules of Civil Procedure. Within ten (10) days of the completion of the hearing the arbitrator(s) shall:
- 3.25.1.1 Render a decision;
  - 3.25.1.2 Notify the parties that the exhibits are available for retrieval; and
  - 3.25.1.3 Notify the parties of the decision in writing (a letter to the parties or their counsel shall suffice).
- 3.25.2 Within ten (10) days of the notice of decision, either party may submit to the arbitrator(s) a proposed form of award or other final disposition, including any form of award for attorneys' fees and costs. Within five (5) days of receipt of the foregoing, the opposing party may file objections. Within ten (10) days of receipt of any objections, the arbitrator(s) shall pass upon the objections and prepare a signed award or other final disposition and mail copies to all parties or their counsel.
- 3.25.3 Any party which has appeared and participated in good faith in the arbitration proceedings may appeal from the award or other final disposition by filing an action in the state or federal court sitting in Maricopa County within twenty (20) days after date of the award or other final disposition. Unless such action is dismissed for failure to prosecute, such action will make the award or other final disposition of the arbitrator(s) a nullity.

**3.26 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §41-4401 AND FEDERAL IMMIGRATION LAWS AND REGULATIONS:**

3.26.1 By entering into the Contract, the Contractor warrants compliance with the Immigration and Nationality Act (INA using e-verify) and all other federal immigration laws and regulations related to the immigration status of its employees. The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the Immigration Reform and Control Act of 1986, as amended from time to time, for all employees performing work under the Contract and verify employee compliance using the E-verify system. I-9 forms are available for download at USCIS.GOV.

3.26.2 The County may request verification of compliance for any contractor or subcontractor performing work under the Contract. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

**3.27 VERIFICATION REGARDING COMPLIANCE WITH ARIZONA REVISED STATUTES §§35-391.06 AND 35-393.06 BUSINESS RELATIONS WITH SUDAN AND IRAN:**

3.27.1 By entering into the Contract, the Contractor certifies it does not have scrutinized business operations in Sudan or Iran. The contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract.

3.27.2 The County may request verification of compliance for any contractor or subcontractor performing work under the Contract. Should the County suspect or find that the Contractor or any of its subcontractors are not in compliance, the County may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

**3.28 CONTRACTOR LICENSE REQUIREMENT:**

3.28.1 The Respondent shall procure all permits, licenses and pay the charges and fees necessary and incidental to the lawful conduct of his business. The Respondent shall keep fully informed of existing and future Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract and shall comply with the same.

3.28.2 Respondents furnishing finished products, materials or articles of merchandise that will require installation or attachment as part of the Contract, shall possess any licenses required. A Respondent is not relieved of its obligation to possess the required licenses by subcontracting of the labor portion of the Contract. Respondents are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1502 to ascertain licensing requirements for a particular contract. Respondents shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

**3.29 POST AWARD MEETING:**

The Contractor may be required to attend a post-award meeting with the Owner to discuss the terms and conditions of this Contract. This meeting will be coordinated by the Procurement Officer of the Contract.

**GOODMANS INTERIOR STRUCTURES, 1400 E. INDIAN SCHOOL ROAD, PHOENIX, AZ 85014****YES NO REBATE**

WILL ACCEPT PROCUREMENT CARD FOR PAYMENT:

[x] [ ]

PRICING SHEET: NIGP CODE 4259402, 4252101

**1.0 PRICING:****OPTION 1: SYSTEMS FURNITURE****Product Line:**

1. Product Line proposed: Herman Miller AO2
2. ~~% Discount for non specified product line components:~~ \_\_\_\_\_
3. Period of time, after completion of Punchlist, the offered pricing and discount will remain in effect: 60 days after punchlist completion on current list price

**LEED Contributing Certification:**

Is your proposed product line certified by a 3<sup>rd</sup> party to contribute toward earned LEED points?

**YES**

If no, are any, and which, components of the product line certified? \_\_\_\_\_

**OSHA Incident Rates:** Recordable: 2008 TCIR 2.17**Subcontractor Support:**

Does your response include the utilization of subcontractors to complete any aspects of the work?

**NO**

If yes, specify the contractor and the anticipated volume of work: \_\_\_\_\_

WORKSTATION PRICING: Pricing to include lowest grade fabric and all applicable hardware, connectors, electrical and any other necessary components to ensure fully operational stations. Panel heights are approx, adjust to reflect your proposed panel line offering

TYPICAL		PRICING
Typical A (8'x8')		2793.94
Typical B-1 (8'x10')		3094.45
Typical B-2 (8'x10')		2811.13
Typical C-1 (10'x12')		3357.83
Typical C-2 (10'x12')		3256.46
Typical A (6-pod)		13,500.05
Typical C-1 (6-pod)		16,056.76

**WORKSTATION UNIT PRICING**

WOKRSTATION COMPONENTS	UNIT PRICE (list)	% Discount	UNIT PRICE (discounted)
Panel: 67"hx24"w; electrified	\$524.00	82.576%	\$91.30
Panel: 67"hx48"w; electrified	\$759.00	82.576%	\$132.25
Panel: 39"hx 24"w; electrified	\$433.00	82.576%	\$75.45
Panel: 39"hx 48"w; electrified	\$587.00	82.576%	\$102.28
Panel: 14"hx 24"w; fabric stacking panels	\$198.00	82.576%	\$34.50
Panel: 14"hx 24"w; glass stacking panels	\$553.00	82.576%	\$96.36
Surface: 84 72"wx30"d, laminate peninsula	\$717.00	82.576%	\$124.93
Surface: 48"wx24"d, laminate corner	\$487.00	82.576%	\$84.86
Surface: 48"wx24"d, laminate straight	\$297.00	82.576%	\$51.75

**GOODMANS INTERIOR STRUCTURES, 1400 E. INDIAN SCHOOL ROAD, PHOENIX, AZ 85014**

Surface: 72"wx24"d, laminate straight	\$467.00	82.576%	\$81.37
Surface: 72"wx30"d, laminate straight	\$593.00	82.576%	\$103.33
Shelf: 24"w	\$155.00	82.576%	\$27.01
Shelf: 48"w	\$184.00	82.576%	\$32.06
Overhead unit (complete): 48"w, fabric covered	\$491.00	82.576%	\$85.55
Overhead unit (complete): 24"w, fabric covered	\$378.00	82.576%	\$65.86
File: BBF pedestal, mobile (fit under 28" work surface)	\$472.00	77.131%	\$107.94
File: 42"wx20"d, lateral, 2 drawer with finished top (fit under 28" work surface)	\$775.00	73.863%	\$202.56
Light: 48"w, under surface	\$291.00	82.576%	\$50.71
Tack Board: 48" w, panel hung	\$173.00	82.576%	\$30.14
Paper Management Bar: 48"w, panel hung	\$95.00	82.576%	\$16.55
Pencil Drawer	\$36.00	65.151%	\$12.55
Cost per yard, proposed panel fabric	\$52.00	82.576%	\$9.06

(items below are not reflected in typicals, but expected to be commonly used.)

File: 42"w, lateral, 4-drawer with finished top	\$1,241.00	73.863%	\$324.36
Bookcase: 36" w, 4 shelves with finished top	\$814.00	73.863%	\$212.75

<b>HOURLY LABOR RATES (Project Coordination &amp; Design - 300 stations)</b>	<b>ESTIMATED Number of Hours</b>	<b>HOURLY RATE</b>	<b>ESTIMATED Total</b>
Rep/Project Manager	Unlimited	0	0
Designer	250	55	13750
Other			
Other			
Other			
<b>Installation</b>			
Installation Project Manager	100	45	4500
Installation Supervisor	49	38	1862
Installer	614	38	23332
Laborer	266	38	10108
Other			
Other			
Other			

**GOODMANS INTERIOR STRUCTURES, 1400 E. INDIAN SCHOOL ROAD, PHOENIX, AZ 85014****OPTION 2: CASE GOODS****Product Line:**

1. Product Line proposed: Global Zira (Laminate), Global Yorkshire (Veneer)
2. ~~% Discount for non specified product line components:~~ \_\_\_\_\_
3. Period of time, after completion of Punchlist, the offered pricing and discount will remain in effect: 60 days after punchlist completion on current list price

**LEED Contributing Certification:**

Is your proposed product line certified by a 3<sup>rd</sup> party to contribute toward earned LEED points?

**YES**

If no, are any, and which, components of the product line certified? \_\_\_\_\_

**OSHA Incident Rates:** Recordable: See Reference 13

**Subcontractor Support:**

Does your response include the utilization of subcontractors to complete any aspects of the work?

**NO**

If yes, specify the contractor and the anticipated volume of work: \_\_\_\_\_

OFFICE TYPICAL PRICING: Pricing to include lowest grade finishes and all applicable hardware or other necessary components to ensure fully operational furniture.

TYPICAL	PRICING
Typical D (10'x12') laminate	1752.69
Typical E (12'x13.3') wood veneer	3963.71

**CASE GOODS UNIT PRICING**

OFFICE COMPONENTS	UNIT PRICE (list)	% Discount	UNIT PRICE (discounted)
Peninsula Table, 36" deep, adjustable height, laminate	\$1,560.00	68.462%	\$492.00
Peninsula Table, 36" deep, adjustable height, wood veneer	\$3,205.00	67.850%	\$1,030.40
Bridge, 42"x22", laminate	\$608.00	66.263%	\$205.12
Bridge, 42"x22", wood	\$641.00	67.086%	\$210.98
Credenza, 72"x22", laminate	\$862.00	66.263%	\$290.81
Credenza, 72"x22", wood veneer	\$1,925.00	67.086%	\$633.60
Hutch, 72", 4 door, laminate	\$1,115.00	66.263%	\$376.17
Hutch, 72", 4 door, wood veneer	\$3,139.00	67.086%	\$1,033.18
File: file/file/box/lateral combo unit, laminate (fit under 28" work surface)	\$1,060.00	66.263%	\$357.61
File: file/file/box/lateral combo unit, wood veneer (fit under 28" work surface)	\$3,911.00	67.086%	\$1,287.28
Tackboard at hutch	\$303.00	66.263%	\$102.23
Under storage light	\$319.00	81.714%	\$58.33
Pencil Drawer	\$36.00	67.314%	\$11.77
(items below are not reflected in typicals, but expected to be commonly used.)			
Pedestal File: file/file, laminate (fit under 28" work surface)	\$471.00	66.263%	\$158.90
Pedestal File: file/file, wood veneer (fit under 28" work surface)	\$1,466.00	67.086%	\$482.53
Pedestal File: box/box/file, laminate (fit under 28" work surface)	\$542.00	66.263%	\$182.86
Pedestal File: box/box/file, wood veneer (fit under 28" work surface)	\$1,466.00	67.086%	\$482.53
File: 42" lateral, 2-drawer, laminate	\$827.00	66.263%	\$279.01

**GOODMANS INTERIOR STRUCTURES, 1400 E. INDIAN SCHOOL ROAD, PHOENIX, AZ 85014**

File: 42" lateral, 2-drawer, wood veneer	\$2,181.00	67.086%	\$717.86
Bookcase: 36" w, 4 shelves with finished top, laminate	\$591.00	66.263%	\$199.38
Bookcase: 36" w, 4 shelves with finished top, wood veneer	\$1,299.00	67.086%	\$427.55

<b>HOURLY LABOR RATES (Project Coordination &amp; Design - 200 offices, inc. 22 judicial chambers)</b>	<b>ESTIMATED Number of Hours</b>	<b>HOURLY RATE</b>	<b>ESTIMATE D Total</b>
Rep/Project Manager	Unlimited	0	0
Designer	160	55	8800
Other			
Other			
Other			
<b>Installation</b>			
Installation Project Manager	120	45	5400
Installation Supervisor	100	38	3800
Installer	552	38	20976
Laborer	389	38	14782
Other			
Other			

Terms: NET 30

Vendor Number: W000001026 X

Telephone Number: 602-512-0500

Fax Number: 602-263-0624

Contact Person: Karna Herrig

E-mail Address: [kherrig@goodmans.info](mailto:kherrig@goodmans.info)

Certificates of Insurance Required

Contract Period: To cover the period ending **December 31, 2012.**